

UNITED STATES DEPARTMENT OF THE INTERIOR

NATIONAL PARK SERVICE

**Concessioner Annual Financial Report**  
(For Concessioners with Gross Receipts of Less Than \$250,000)

**DATE RECEIVED:**  
**PARK** \_\_\_\_\_  
**REGION** \_\_\_\_\_  
**WASO** \_\_\_\_\_

For the Period from \_\_\_\_\_ to \_\_\_\_\_

Concessioner \_\_\_\_\_ Park/Area \_\_\_\_\_

\_\_\_\_\_  
(Contract or Permit No.)

\_\_\_\_\_  
(Effective Date)

\_\_\_\_\_  
(Expiration Date)

**CONCESSIONER'S CERTIFICATION**

I certify that this report has been examined by me and to the best of my knowledge and belief is a true, correct, and complete report.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Concessioner's Signature)

\_\_\_\_\_  
(Title)

☐

Corporation

☐

Subchapter "S" Corporation

☐

Partnership

☐

Sole Proprietorship

**STATEMENT OF INCOME**

**1. GROSS RECEIPTS**

a. _____ Lodging	e. _____ General Mdse.	i. _____ Marina	m. _____
b. _____ Food	f. _____ Auto Service	j. _____ River Running/Float	n. _____
c. _____ Alcoholic Bev.	g. _____ Transportation	k. _____ Boat Rental	o. _____
d. _____ Souvenirs	h. _____ Horse	l. _____ Guide Service	p. _____

2. TOTAL GROSS RECEIPTS (add 1a. through 1-p.) \_\_\_\_\_

**COST OF SALES**

3. Inventory, beginning \_\_\_\_\_  
4. Plus Purchases \_\_\_\_\_  
5. Less Inventory, ending \_\_\_\_\_  
6. TOTAL COST OF SALES (Subtract Line 5 from the Sum of Lines 3 & 4) \_\_\_\_\_

7. GROSS PROFIT (Subtract Line 6 from Line 2) \_\_\_\_\_

**EXPENSES**

8. Salaries & Wages \_\_\_\_\_  
9. Payroll Taxes & Benefits \_\_\_\_\_  
10. Utilities and Telephone \_\_\_\_\_  
11. Operating Supplies \_\_\_\_\_  
12. Office Expenses \_\_\_\_\_  
13. Depreciation & Amortization \_\_\_\_\_  
14. Repairs & Maintenance \_\_\_\_\_  
15. Insurance \_\_\_\_\_  
16. Advertising \_\_\_\_\_  
17. Interest \_\_\_\_\_  
18. Legal & Accounting \_\_\_\_\_  
19. Car & Truck Expenses \_\_\_\_\_  
20. Travel, Meals, & Entertainment \_\_\_\_\_  
21. \_\_\_\_\_  
22. \_\_\_\_\_  
23. \_\_\_\_\_  
24. \_\_\_\_\_  
25. \_\_\_\_\_

**Government Franchise Fees**

26. \_\_\_\_\_ % of Gross Receipts \_\_\_\_\_  
26a. Flat Fee \_\_\_\_\_  
27. Building Use Fee \_\_\_\_\_  
28. **Total Expenses** (Add Lines 8 Through 27) \_\_\_\_\_  
29. **Net Income (Loss) Before Income Taxes** \_\_\_\_\_

**Supplemental Schedules May Be Required**

**GENERAL INSTRUCTIONS**  
**FORM 10-356A, CONCESSIONER ANNUAL FINANCIAL REPORT**

**Who must file**

Concessioners whose gross receipts do not exceed \$250,000 shall file Form No. 10-356A, *Concessioner Annual Financial Report*. Concessioners operating in more than one park shall prepare a separate report for each park. Concessions having gross receipts between \$100,000 and \$250,000 shall also file Form 10-356B, *Balance Sheet*.

**When and Where to file**

The report shall be filed within the time period specified in the concession contract or permit.

Submit one signed original and three copies of the *Concessioner Annual Financial Report* directly to the Superintendent administering the area.

**Where to get Form**

Concessioners may obtain Form 10-356A, *Concessioner Annual Financial Report* forms from the Superintendent.

**Rounding Off Dollars**

Please round off cents to the nearest whole dollar.

**SPECIFIC INSTRUCTIONS**

- Lines 1a.-1p. Enter by department the total gross receipts from all sales for cash or credit. This amount should be after adjusting for receipts for income received for services not provided under this permit, "Returns and Allowances" and "Sales Tax" In the blank columns m., n., o., and p., list other departments and enter amount. Examples are vending, ski operations and bath houses.
- Line 2 Add columns 1a. through 1p. and enter amount.
- Line 3-5 Self-explanatory. Use if an inventory is maintained from year to year.
- Line 6 Subtract line 5 from the sum of lines 3 and 4 and enter amount.
- Line 7 Subtract line 6 from line 2 and enter amount
- Line ~20 Self explanatory.
- Line 21-25 On these blank lines, list expenses not shown elsewhere and enter amount.
- Line 26 & 26a Enter the percentage rate or flat fee as stated in the contract/permit. If percentage rate, calculate and enter the appropriate amount. Attach computation if gross receipt amount used differs from line 2.
- Line 27 Enter the amount of fee for the use of Government improvements stated in the contract/permit.
- Line 28 Enter the total of line 8 through 27.
- Line 29 Subtract line 28 from line 7 and enter the amount.